



# Subdivision Application Checklist

## City of Manchester

Shared/GrowthManage/Subsite/SubAppChk

### To be completed by staff

#### A. Basic Materials

- ☐ 1. Six (6) full size paper prints of the subdivision plan prepared in accordance with the requirements of the Subdivision and Site Plan Regulations;
- ☐ 2. One copy of the subdivision plan set reduced to half scale;
- ☐ 3. List of names and addresses of all abutters as defined by the current statute;
- ☐ 4. The subdivision application form properly executed;
- ☐ 5. A copy of the existing deed of the property;
- ☐ 6. Application Fee.
- ☐ 7. Abutters notification fee of \$5.21 (Check Postage by Phone) per notice (including applicant, owner and engineers/surveyors);
- ☐ 8. For major subdivisions – three copies of the required "Public Improvements Plan";

#### B. Specific Items

- ☐ 1. Seal and signature of Licensed Land Surveyor.
- ☐ 2. Certification of accuracy.
- ☐ 3. Recording suitable scale and size.
- ☐ 4. Title, date name of City and north point.
- ☐ 5. Proposed lots and lot numbers.
- ☐ 6. Building envelope for each new building lot.
- ☐ 7. The square footage of all lots and open spaces.
- ☐ 8. Existing buildings, structures, property lines, easements and rights-of-way.
- ☐ 9. Existing and proposed watercourses, ponds wetlands, channel encroachment lines and 100 year flood lines.
- ☐ 10. Dimensions and bearings of all lines within and bordering the subject property.
- ☐ 11. Adjoining property lines for an appropriate distance from the perimeter of the subdivision, adjoining easements, and name and address of abutting property owners of record.
- ☐ 12. The central angle, radius & length of curves.
- ☐ 13. The dimensions and width of all proposed rights-of-way and easements.
- ☐ 14. Street bound locations
- ☐ 15. Existing and proposed street names.
- ☐ 16. Existing storm drains, sanitary sewers, water wells, catch basins, manholes, bridges, headwalls, utility poles and lines, gas lines and all other structures pertaining to streets, drainage, sewers and utilities.
- ☐ 17. An index map if the proposed subdivision is divided into sections or is of such size that more than two (2) sheets are required.
- ☐ 18. A location map, if necessary, at a scale adequate to show the location of the subdivision and relation to primary roads.

#### C. For Major Subdivisions

- ☐ 1. Public Improvements Plan. Plans, profiles and street cross sections with engineer's seal.

#### D. Other Materials as Required

- ☐ 1. Topography
- ☐ 2. Sewage Disposal
- ☐ 3. Water Supply
- ☐ 4. Existing and Proposed driveways
- ☐ 5. Dedication and Deeds
- ☐ 6. Traffic Study
- ☐ 7. Other Evidence. (Cite section of regulations)  
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Comments: \_\_\_\_\_  
Date of Review: \_\_\_\_\_ By: \_\_\_\_\_  
Date Determined Complete Application: \_\_\_\_\_

Project Number